



AGENDA
ITEM # 6a

Office of the POLICE DEPARTMENT

SEAN COX, CHIEF

February 5, 2016

Patience Anderson, Chairwoman
East Hampton Town Council
20 East High Street
East Hampton, CT 06424

RE: Request for Digital In-Car Camera System

Dear Ms. Anderson:

As you may recall, the East Hampton Police Department was awarded \$18,000.00 from the 2015 JAG VCP Grant Program for the purchase of In-Car Camera Systems. After an extensive review of various vendors, we have received a favorable estimate from WatchGuard Video. Due to the quickly approaching deadline of the Grant, we have found that various towns in Connecticut have recently issued Requests for Proposal for a similar package to that in which we are pursuing. Rather than send out our own Request for Proposal, I have attached the East Windsor Police Department's July, 2015 Bid Specification and Award Letter. Deputy Chief Hart awarded the Proposal to WatchGuard Video after receiving several sealed bids. WatchGuard has come back with a final estimate lower than the East Windsor final bid.

Your consideration of this purchase is greatly appreciated as it will enhance our patrol operations as well as increase our transparency to the community we have sworn to protect and serve.

Respectfully Submitted,

Sean Cox
Chief of Police
East Hampton, CT



415 Century Parkway
Allen, TX 75013
(800) 605-6734
www.watchguardvideo.com



Agency Name: Easy Hampton, CT Police
Contact Person: Chief Cox
Contact Info: scox@easthamptonct.gov
Date: February 2, 2016

4RE & VISTA Price Estimate

Provided By: Kevin Coughlin
Contract #:

TOTAL PROJECT ESTIMATED AT
\$17,997.00

4RE In-Car System and Options

		Quantity
4RE-200-GPS-PAN	4RE In-Car Camera System. Includes GPS, High definition Panoramic X2 (720P) forward facing camera, Infrared color cabin camera, DVR, integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, cabin microphone, 900 MHz Hi Fidelity wireless microphone, hardware & cabling, 1 yr. warranty.	3
4RE ELITE	Upgrade to 4RE Elite. Adds support for up to 6 cameras.	0
4RE Audio Expansion	Upgrade to Audio Expansion. Adds support for dual HiFi Mics.	0
MOBILE APP	4RE Mobile App. Laptop interface software.	0

MSRP	Direct	Extended
\$ 5,675.00	\$ 4,995.00	\$ 14,985.00
\$ 300.00	\$ 275.00	\$ -
\$ 125.00	\$ 100.00	\$ -
\$ 85.00	\$ 50.00	\$ -

4RE Interview System and Options

		Quantity
4RE-200-DOM-INT	4RE Interview Room Camera System. Includes dome camera, microphone, DVR, integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, desktop stand & cabling, 1 yr. warranty and remote viewing software. Supports the addition of a second camera. Price does not include installation.	0
CAM-BST-101-NEW	4RE Interview Room Dome Camera with audio	0
CAM-INT-PIR-COV	4RE Interview Room Covert Camera	0
CAM-INT-PIN-103	4RE Interview Room Pinhole Camera	0

MSRP	Direct	Extended
\$ 5,675.00	\$ 4,995.00	\$ -
\$ 240.00	\$ 200.00	\$ -
\$ 240.00	\$ 200.00	\$ -
\$ 210.00	\$ 175.00	\$ -

4RE Motorcycle System

		Quantity
4RE-64S-GPS-VTY	4RE Motorcycle Camera System. Includes GPS, Waterproof Display, Waterproof standard definition camera, DVR, integrated 64GB solid state hard drive, 16GB USB removable thumb drive, 900 MHz Hi Fidelity wireless microphone, hardware & cabling and 1 yr. warranty.	0
4RE-64S-GPS-HND		0
4RE-64S-GPS-HAR		0
4RE-64S-GPS-BMW		0

MSRP	Direct	Extended
\$ 5,830.00	\$ 5,295.00	\$ -

Wireless Video Transfer and Networking Options

		Quantity
4RE-WRL-KIT-05C	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4GHz is available)	0
HDW-ETH-SWT-001	4RE, Power Over Ethernet / Gigabit 4-port Switch	0

MSRP	Direct	Extended
\$ 345.00	\$ 200.00	\$ -
\$ 180.00	\$ 150.00	\$ -

Camera Configuration Options

		Quantity
CAM-BST-102-NEW	Infrared Color Cabin Camera, Additional	0
WGA00485	Auxiliary Camera	0

MSRP	Direct	Extended
\$ 220.00	\$ 195.00	\$ -
\$ 220.00	\$ 195.00	\$ -

Microphone Options

		Quantity
DUAL MIC UPGRADE	Dual Wireless Mics. Includes second wireless microphone kit.	0
DESKTOP CHARGER	Desktop Charging unit for Wireless Transmitter	0
TRANSMITTER	Wireless Transmitter (additional / replacement)	0

MSRP	Direct	Extended
\$ 789.00	\$ 699.00	\$ -
\$ 110.00	\$ 99.00	\$ -
\$ 385.00	\$ 345.00	\$ -

4RE Hardware Warranties 1st year is included with a new 4RE purchase.

		Quantity
WAR-4RE-CAR-2ND	Warranty, 4RE, In-Car, 2nd Year (Months 13-24)	3
WAR-4RE-CAR-3RD	Warranty, 4RE, In-Car, 3rd Year (Months 25-36)	3
WAR-4RE-CAR-4TH	Warranty, 4RE, In-Car, 4th Year (Months 37-48)	3
WAR-4RE-CAR-5TH	Warranty, 4RE, In-Car, 5th Year (Months 49-60)	3
WAR-4RE-SYR-BUN	4RE 5 Year No-Fault Hardware / Software Bundle, Years 1 - 5	0

MSRP	Direct	Extended
\$ 120.00	\$ 100.00	\$ 300.00
\$ 240.00	\$ 200.00	\$ 600.00
\$ 390.00	\$ 325.00	\$ 975.00
\$ 424.80	\$ 354.00	\$ 1,062.00
\$ 1,650.00	\$ 1,375.00	\$ -

Evidence Library 4 Web 4RE Device License and Combo-Discount License

		Quantity
KEY-EL4-DEV-001	Evidence Library 4 Web 4RE In-Car Device License <i>Includes 1st Year of Software Maintenance</i>	0

MSRP	Direct	Extended
\$ 180.00	\$ 150.00	\$ -

Miscellaneous Options and Accessories

		Quantity
RADAR CABLE	Radar Interface Cable (Stalker, Decatur Genesis I and II Select, Kustom Eagle or Raptor, MPH Bee 3)	0
Trade-In	Trade-In Credit, if applicable	0
CUSTOM 1	Used for additional items, offers or discounts	0

MSRP	Direct	Extended
\$ 85.00	\$ 75.00	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

Total 4RE Equipment \$ 17,922.00

Manual Adjustments

Description:		\$ -
Notes:	Applicable taxes may apply and are not necessarily accounted for on this estimate. Contact WatchGuard Video for a revised estimate. ESTIMATE VALID FOR 30 DAYS	Subtotal: \$ 17,922.00 UPS Ground Shipping: \$ 75.00 Taxes: 0.0% \$ -
		4RE TOTAL: \$ 17,997.00

2015 JAG VCP Grant Program

Project Budget

(Summary Page: No Data Entry Required)

Equipment		\$18,000.00
Personnel		\$0.00
Contractual		\$0.00
Training		\$0.00
Other		\$0.00
Total		\$18,000.00

2

There is no data entry



EAST WINDSOR POLICE DEPARTMENT

Edward J. DeMarco, Jr.
Chief of Police

Digital In-Car Video System

July 29

2015

The following pages contain Standard Instructions to bidders and the bid specifications for Digital In-car Video System for the Town of East Windsor's Police Department.

**Bid
Specification**

Terms and Conditions

Request for Proposal Digital In-car Video System

INTRODUCTION

The purpose of this Request for Proposal (RFP) is to establish an agreement for the procurement, installation, and support of a Digital In-Car Video Solution. The Town of East Windsor is setting out to achieve the following project objectives through the implementation of a Digital In-Car Video solution:

- Enhancing officer safety
- Improving agency accountability
- Reducing agency liability
- Simplifying incident review
- Enhancing new recruit and in-service training (post-incident video review)
- Improving Community relations and Media perceptions
- Strengthening police leadership
- Advancing criminal prosecution and case resolution
- Enhancing officer performance and professionalism
- Increasing homeland security
- Upgrading technology policies and procedures

The Town of East Windsor is looking for a solution that will meet the needs of the department requirements. In order to select the best qualified technology contractor(s), the Town of East Windsor seeks detailed information about the Bidder's proposed solutions, technical qualifications, capabilities, historical experience, warranty and ongoing support, and business strategy.

BUSINESS OBJECTIVES

The principal business objectives being pursued through the acquisition and implementation of the Digital In-Car Video Solution are:

- To provide a robust system to record, categorize, organize and store video images in a methodical and logical system
- Enable officers to view images in a timely fashion
- To protect the integrity of the image
- Enable the storage and retrieval of images for investigative, administrative, or court purposes
- Minimize the cost of image storage and management
- Organize all images in a centralized on-site database for quick retrieval

BACKGROUND

The Town of East Windsor is seeking a Digital In-Car Video Solution. In-car video capturing has been widely accepted by members of the law enforcement community, and is a tried true means of reducing liability while enhancing professionalism. With the advancement of digital video technology, the capability of digital storage and the recent advances in wireless uploading, the Town of East Windsor wishes to acquire a complete turnkey digital solution.

SCOPE OF WORK

The scope of work as described in this document is to establish a Digital In-Car Video Solution capable of initially supporting a department-wide deployment. This solution must be capable of logging and archiving video images; provide search capabilities, access control and image authentication. The proposed solution must include tools for central management of user accounts, security, privacy of all information and files, and access levels and system administration functions.

The Video Management System must be capable of managing and storing future digital video such as building surveillance digital video and interview room digital video.

The Town of East Windsor is seeking a Bidder that will provide and install either a "commercial off the shelf" system or a customized solution that meets the requirements stated in this RFP, professional services for product implementation, warranty, user training, maintenance and support, and compliance with all conditions outlined in this RFP.

It is the intent of the Town of East Windsor to purchase (and the installation of) four (4) digital in-car video units. The solution must also include, as an option, a wireless infrastructure for wireless uploading of the video data from the cars, and as an option, the back-end server and storage hardware along with the increase in maintenance cost if these options are purchased.

TIMELINE

The Town of East Windsor has established 12/01/2015 as a deadline date for implementing the full deployment of the new Digital In-Car Video Solution.

GENERAL INFORMATION

The Town of East Windsor seeks a technology contractor(s) that can demonstrate the following:

- A proven product/solution with a verifiable standard of proof
- Expertise in Digital In-Car Video Solutions in a policing environment
- The financial strength to instill confidence in the corporation's future
- Commitment to industry standards
- Provision of a cost-effective solution that meets Town of East Windsor's goals and requirements

- A willingness of the Bidder to work under contract with the Town of East Windsor. A team comprised of members from Information Technology, Police employees, Police Commissioners, and the Town of East Windsor's Chief Executive Officer, will evaluate all responses. The process of evaluation will be by assessment of how well the technology partner(s) completely and effectively respond to the requirements.

The Town of East Windsor reserves the right:

- To request any additional information that it deems necessary to evaluate the responses without needing to request this information from all submitted bidder's proposals
- To request short listed Bidders to present and demonstrate the solution
- To conduct reference checks

EQUIPMENT PROCUREMENT

The equipment being sought under this RFP includes the following:

Item Description Quantity

1. Four (4) Digital Mobile Audio Video System: Quantity to support police cars (two camera system – front view, rear seat, crash battery system) *(with a possibility of purchasing 2-3 more units depending on funding)*

2. Six (6) Wireless Transmitter (microphone) Units - One transmitter per car and 2 spares.

3. Video Management Software:

- In-Car Solution software licenses (clients)
- Back-end software license

4. One (1) Option for; Back-end Server and Storage Components and Software:

- Server (provide option price for server)
- Software Maintenance Requirements
- Uninterrupted Power Supply (UPS)
- Storage solution
- Cold storage/back-up and archiving (DVD jukebox)
- Other required software
- Other required hardware or peripherals

5. One (1) Wireless Infrastructure Solution:

- Antennas
- Access Point(s)
- Other components as needed

END OF BID SPECIFICATIONS

STANDARD INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

The Town of East Windsor is soliciting bids for the above-named Project. If there are any conflicts between the instructions in these standards to bidders, and any other bidding document(s), these Standard Instructions to bidders shall prevail.

2. KEY EVENT DATE

Advertisement of invitation to bid: July 29, 2015

Public bid opening: August 21, 2015, 25 School Street, East Windsor, CT @ 2:00 p.m.

Bid awarded: August 24, 2015

3. OBTAINING BID DOCUMENTS

Specifications and bidding documents may be obtained from the Office of the Chief of Police, East Windsor, CT 06088, telephone 860-292-8240 ext. 100.

4. BID SUBMISSION INSTRUCTIONS

1. One (1) original and two (2) copies of all bids must be submitted in a sealed envelope clearly marked fleet maintenance. If forwarded by mail or courier, the sealed envelope must be addressed to Office of the Chief of Police, 25 School Street, East Windsor, CT 06088. Bids must be received by the Office of the Chief of Police 4 hours prior to the time of the "Public Bid Opening Day" notice in section 2, titled Key Event Dates. Postmarks are not acceptable waivers of this policy. Corrections and/or modifications received after the first bid is publicly opened will **not** be accepted.
2. Ditto marks or words such as "same" on the bid form are not considered writing and must not be used. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialized by the person signing the bid.
3. Bids are considered valid for ninety (90) days after bids are opened. Bidders may not withdraw, cancel and/or modify their bid for a period of ninety (90) days after bids are opened.

4. Bids must be signed by the authorized person representing the legal entity of the bidder.
5. The inability to meet any specified requirements must be stated in writing and attached to the bid form or written on the bid form.

5. INTERPRETATION OF ACCEPTABLE WORK

The specifications, bidding and contract documents are to be interpreted as meaning those acceptable to the Town of East Windsor. Any substantive changes or interpretations will be issued by the town in writing as an addendum.

6. TAX EXEMPTIONS

The Town of East Windsor is exempt from federal excise taxes and Connecticut's sales-tax and use taxes. Bidders shall avail themselves of these exceptions.

7. INSURANCE

The bidder awarded this bid must provide a current certificate of insurance to the Office of the Chief of Police prior to the commencement of work with the following requirements;

- A. liability limits for bodily injury and personal injury \$1,000,000 per occurrence.
- B. liability limits for property damage including that caused by motor vehicle \$1,000,000 per occurrence.
- C. contractual liability \$1,000,000 per occurrence.
- D. owner's protective liability and property damage.
- E. Workers' compensation as required by Connecticut state statute.
- F. The Town of East Windsor is to appear as an additional insured on all certificate of insurance.
- G. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut.
- H. Insurance may not be canceled or modified without sixty (60) days written notice by registered US mail to Office of the Chief of Police, Town of East Windsor, 25 School St., East Windsor, Connecticut 06088.

I. The insurance company rating should be no less than A-VII by A.M. Best

J. Contractor shall not commence work under this contract until he has obtained all insurance required under this section.

K. Contractors shall not allow any sub-contractor to commence work until all insurance required of the sub-contractor has been obtained.

8. GUARANTEE

The contractor awarded this bid shall guarantee all labor material and workmanship for a period of one (1) year from the date of substantial completion as determined by the town as a condition of the performance. In addition, any product warranties offered by the manufacturer or distributor in excess of one (1) year shall be given to the Town by the contractor at the time of substantial completion.

9. FAIR EMPLOYMENT PRACTICES

The bidder agrees not to discriminate against any employee or applicant for employment in the performance of this bid work with respect to hire, tenure, terms, condition or privileges of employment due to race, sex, age, religion, national origin, or other condition prescribed by state or federal law.

All bidders must comply with the Town of East Windsor's Affirmative Action Policy. (*Attached: Appendix A*)

All bidders must conform to Connecticut General Statute Section 4a-60 to ensure bidders do not discriminate against protected class person. Therefore, the Town must consider the following factors:

- The bidders success in implementing an affirmative action plan;
- If the bidder does not have a written affirmative action plan, the bidder's promise to develop and implement a successful affirmative action plan;
- The bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- The bidder's submission of the employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- The bidder's promise to set aside a portion of the contract for legitimate minority business enterprises.

In order to assess the factors above, bidders must complete Section II Bidder's Packet (*Attached: Appendix B*) and submit the completed packet with their respective RFP.

10. LICENSING AND STANDING

Contractor must be in good standing with the State of Connecticut and the Town of East Windsor.

11. AWARDING THE BID

The Town of East Windsor reserves the right to accept or reject any all or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interest of the town.

It is the Town's policy to not award bids to those who owe Town of East Windsor prior year(s) property taxes.

The "Bid Awarded" Date in section 2, titled Key Event Dates is the date the bid is anticipated to be awarded. It is not a date certain.

The lowest bid price is NOT the sole determining factor when awarding this bid.

12. CHANGE OF ADDRESS:

In the event the contractor moves or updates contact information, it is the responsibility of the contractor to advise the East Windsor Police Department of such changes in writing. The East Windsor Police Department will not be held responsible for payments or purchase orders delayed due to the lack of routing caused by the lack of notification on the contractor's part. Change of address or telephone updates must be forwarded to: The East Windsor Police Department, Attention Maria Diana, 25 School Street, East Windsor, CT 06088.

END OF STANDARD INSTRUCTIONS TO BIDDERS



EAST WINDSOR POLICE DEPARTMENT

Edward J. DeMarco, Jr.
Chief of Police

August 24, 2015

Kyrie Endres, Proposal Manager
Watch Guard Video
415 Century Parkway
Allen, TX 75013

RE: Digital In-Car Video System Request for Proposal

Dear Kyrie:

Thank you for your response to the Digital In-Car Video System Request for Proposal.

I am pleased to inform you that your proposal has been accepted.

I look forward to doing business with you.

Sincerely,

A handwritten signature in dark ink, appearing to read "D.C. R. Hart", with a long horizontal flourish extending to the right.

Roger Hart
Deputy Chief of Police

RH/md

TOWN OF EAST HAMPTON AGENDA REPORT

AGENDA ITEM: 9a

DATE: February 2, 2016
SUBJECT: Before School Program
DEPARTMENT: Parks and Recreation

RECOMMENDED ACTION

This interest survey will help to generate feedback from existing customers associated with Afternoon Adventures about their interest in before school care.

BACKGROUND

The department of Parks and Recreation currently offers Afternoon Adventures located at Memorial School. It has been suggested, of late, from residents in town to acquire before school care in addition to the Afternoon Adventures Program. The current requests are from residents who are not currently enrolled in Afternoon Adventures, therefore the department feels it necessary to gather feedback from the current parents enrolled in the Afternoon Adventures Program before continuing to move forward with the progression of adding before school care.

ALTERNATIVE ACTIONS

None

FISCAL IMPACT

The results of a positive survey would help identify a need from those who already partake in Afternoon Adventures. If the survey results indicate a majority that feel they would benefit, we will start to take appropriate measures to develop the before school program. The fiscal impact would take place during the fiscal year 2016/2017.



Office of PARKS & RECREATION

JEREMY HALL

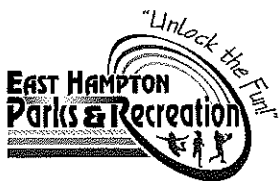
jhall@easthamptonct.gov

Before School Interest Survey

This interest survey is designed to encompass the thoughts of parents who are already registered in the Afternoon Adventures After-School Program. With the intent to solicit feedback as to whether or not the parent would be interested in sending their child(ren) to a Before School Program that would be held at Memorial School for all children K-5th grade. Information obtained in this survey will be used to determine the interest level of those already participating in the Afternoon Adventures Program as well as to set guidelines for the future program. Thank you for your participation, your feedback is important to us.

Sincerely,

Jeremy Hall
Director of Parks and Recreation
Town of East Hampton



Drop in Location:

240 Middletown Avenue
East Hampton, CT 06424

Before School Interest Survey

1. Describe your current situation as it relates to before school care.

- ☐ My child(ren) attend a local day care provider in the morning
- ☐ My child(ren) get dropped off at school in the morning
- ☐ My child(ren) take the bus
- ☐ Other _____

2. Would you be interested in sending your child(ren) to the Before School Program if offered?

- ☐ Yes
- ☐ No
- ☐ Unsure

3. What time would you be dropping off your child(ren) to the Before School Program?

- ☐ 7:00 - 7:30 am
- ☐ 7:30 - 8:00 am
- ☐ 8:00 - 8:30 am

4. On days there are no school would you be able to find additional child care if the Before School Program was closed due to weather?

- ☐ Yes
- ☐ No

5. Would you be willing to pay for before school care if offered?

- ☐ Yes
- ☐ No

6. Do you have questions for us?

CHATHAM HEALTH DISTRICT

Colchester, East Haddam, East Hampton, Haddam, Hebron, Marlborough & Portland
240 Middletown Avenue
East Hampton CT 06424
PH: 860 365-0884
FX: 860 365-0085

Complaint Report

Date: _____ Town: _____

Location of Complaint: _____

Name of Persons filing Complaint: _____ Phone: _____

Address: _____

Against: _____ Phone: _____

Address: _____

Type of Complaint: _____

Description of complaint: _____

Investigation Date: _____ Investigator: _____

Investigation Findings: _____

Action Date: _____

Action Taken: _____



AGENDA
ITEM # 12

Office of the COLLECTOR OF REVENUE
NANCY HASSELMAN, CCMC
nhasselman@easthamptonct.gov

February 5, 2016

To: The East Hampton Town Council

Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$3,335.66

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

000	0.00	*
	6.81	+
	8.00	+
	1.145.58	+
	21.42	+
	67.34	+
	1.706.89	+
	9.31	+
	112.63	+
	73.44	+
	64.48	+
	113.76	+
	6.00	+
012	3,335.66	*

BOARD AND COMMISSION SUMMARY JANUARY, 2016

Arts & Culture Commission

The Arts & Culture Commission met on January 28, 2016. Discussion included the two mini grants offered by the Commission. The grants will be \$500 each this year instead of \$300. The Open Studio event feedback was reviewed for planning of this year's event. The commission also discussed the budget and narrative.

Board of Finance

The Board of Finance met on Tuesday January 19th at the Town Hall Meeting Room. Discussion included the distribution of financial audit final reports and Correspondence; approval of the 2016-2017 Budget Calendar and the 2016-2017 Citizens Guide to the Budget Sub-Committee was formed

Brownfields Redevelopment Agency

The Brownfields Redevelopment Agency held their regular meeting on January 25, 2016. The committee members discussed the US EPA Brownfields Assessment Grant Closeout. It was reported that the agency has paid outstanding invoices to the last two vendors and the financial reports and other requirements have been submitted to the town. Anchor Engineering subcontracted to Eagle Environmental to do a pre-renovation demolition inspection. Anchor did samplings and presented findings in a report. Anchor will prepare bid documents based on the report submitted and send to the Brownfields Redevelopment Agency to review.

Clean Energy Task Force

No meeting

Commission on Aging

No meeting

Conservation-Lake Commission

The Conservation-Lake Commission held their regular meeting on January 14, 2016. Two new commission members were appointed in January. Northeast Aquatics sent their first update in for the Watershed Proposal: they are entering and analyzing data and they planned to meet with Mr. Sissick about nutrient load reduction and Anchor Engineering about budget/prices for watershed fixes. Budget was discussed as was community outreach such as another large public meeting in spring and updates to the Rivereast. Two meetings of interest coming up : 2/21/16 at Angelico's 1:00 open meet & greet for all Lake Associations and 3/12/16 in Goshen, CT Federation of Lakes Annual Meeting.

Design Review Board

The Design Review Board reviewed a plan submitted by the Hope Church for two signs. The Board discussed the proposal and voted unanimously to recommend the plan to P&Z for approval, including additional notes. The meeting was attended by Building Official, Glen LeConche, who gave an introduction and explained the function of his new role.

Economic Development Commission

No meeting

Ethics Commission

No meeting

Fire Commission

The Board of Fire Commissioners held their regular meeting on January 11, 2016. They voted to purchase 4 helmets and lengths of replacement hose. The new ladder truck has been ordered and the Fire Department is looking to go out to bid on a UTV. Some radio equipment was stolen from an apparatus in the Co#1 parking lot; the Chief will look into outside security cameras. The upcoming budget was discussed, with an emphasis on the Co #1, 2 & 3 buildings as they are in need of many repairs. There was also discussion on hydrants that need to be fixed in town.

High School Building Committee

The High School Building Committee held their regular meeting on January 21, 2016. Construction updates were given in detail from the Project Manager, Downes Construction and SLAM Architects. All report that the project is going well and things are on track. Change orders and invoices were reviewed and approved. The quarterly report will be on the February meeting agenda.

Inland Wetland Watercourses Agency

The Inland Wetlands and Watercourses Agency held a meeting at 6:30 p.m. on January 27, 2016 to consider the following:

- Application of Charles E. Yenknor, 65 Spellman Point Road, Activity in the Upland Review Area to Demolish Existing Structure and Rebuild New Single Family Home – Map 09A/Block 70A/Lot 36 - Continued
- IWWA 2016 Meeting Calendar - Accepted
- Application of Rechovos Corporation, Extension of Salmon Run Open Space Subdivision – Map 35/Block 95/Lot 7 – Approved with Conditions
- Wetlands Enforcement Officer: Town Manager Letter to IWWA – Welcome Jeremy DeCarli
- Status on Lake Study – Update and Continued
- Review Open Permits – Update and Continued

Joint Facilities

The Joint Facilities Committee Meeting was held at the Colchester - East Hampton Waste Water Treatment Plant Meeting Room on Tuesday, January 26, 2016. Discussion included the Portland Sewer Commission Presentation. Representatives from Weston & Sampson Engineering Firm and St. Clement's Castle provided an introduction to a proposed development project that St. Clement's is looking to begin that would require a sewer agreement with this facility to accept up to 200,000gal/day of waste (up to 150,000gal/day from St. Clements and 50,000gal/day from the Great Hill Pond area of Portland). The decision on if this agreement will be with the East Hampton WPCA or the Colchester-East Hampton Joint Facilities still under discussion. Also discussed was the Proposed 16/17 FY Budget. Mr. Smith presented the proposed 2016/17 Operations Budget. Discussion began with a focus on the increase items and then evolved into a line by line review of the budget and detailed discussion. Further discussion and approval expected at the next meeting.

Middle Haddam Historic District Commission

The regular meeting for the Middle Haddam Historic District Commission took place on Thursday January 28, 2016. There was an application for a Certificate of Appropriateness to construct a pole barn covering a parking area for 26 Shipyard Rd. The Certificate of Appropriateness was approved. The members agreed to elect and appoint officers at the next meeting.

Parks & Recreation Advisory Board

The main topics that were discussed at the January Parks and Recreation Advisory Board meeting were the Rowing Club's use of Sears Park, an update on the status of Fall and Winter Programs and upcoming events, the possible addition of a dog park adjacent to the Air Line Trail expansion project, and the expansion of the Air Line Trail.

Planning & Zoning Commission

The East Hampton Planning and Zoning Commission held a regular meeting on January 6, 2016 at 7:00 p.m. at the East Hampton Town Hall to consider the following:

- Application of Sheila Mullen & Michael Klucznik, Fat Orange Cat Brew Company, 47 Tartia Road, for Special Permits pursuant to Section No. 4.4.D.2 for a Roadside Stand and Section No. 8.4.L for a Farm Brewery – Map 27/Block 55/Lot 2 – Approved with Conditions
- 8-24 Review: 2 Bevin Boulevard Purchase – Resolved to refer to Town Council as deemed appropriate by the PZC
- 2016 PZC Meeting Calendar - Accepted
- Extension of Permit: Application of Rechovos Corporation for Salmon Run Open Space Subdivision - Continued
- Update: POCD – Status and Plan for Mandatory
- Update: Design Review Board Guidelines – Continued

Water Development Task Force

No meeting

Water Pollution Control Authority

The Water Pollution Control Authority meeting was held at the Colchester - East Hampton Waste Water Treatment Plant Meeting Room on Tuesday, January 5, 2016. Aside from normal status on Public Water Systems and Sewer, discussion included the Portland Sewer Commission Presentation. Representatives from Weston & Sampson Engineering Firm and St. Clement's Castle provided an introduction to a proposed development project that St. Clement's is looking to begin that would require a sewer agreement with this facility to accept up to 200,000gal/day of waste (up to 150,000gal/day from St. Clements and 50,000gal/day from the Great Hill Pond area of Portland). The decision on if this agreement will be with the East Hampton WPCA or the Colchester-East Hampton Joint Facilities still under discussion.

Zoning Board of Appeals

The Zoning Board of Appeals held a regular meeting at 7:00 p.m. January 11, 2016 in the Town Hall Meeting Room, 20 East High Street, to consider the following:

- Application of Charles Yenknier, 65 Spellman Point Road, for a North Side Yard Setback Variance from 15' to 12', a South Side Yard Setback Variance from 15' to 3', and a Lot Coverage Variance from 20% to 26% - Map 09A/Block 70A/Lot 36 – Approved with Conditions.